

Group Travel Booking

ARRIVAL

Date (month/day/year)

Time Arriving

Length of Stay/Departure Time

CONTACT INFO

Tour Company (for non-agency travel, Name of Organization/Group Booking)

Number of Guests Expected

Group Name

Contact Person

Phone #

Email

Fax #

Mailing Address (Street, City/Town, State, Country, Zip)

Bus/Coach Company

BOOKING & VISIT INFO

What are your plans for your visit/what is your itinerary?

Shopping?

Dining?

Wax Works:

Dip Your Own Candles (\$2.99 - \$4.99)

Make Your Own Jar Candle (\$15 each)

Candle Making Bar (\$21.50 to design your own fragrance)

How did you hear about us?

FOR YCV ADMIN USE ONLY

(For Staff booking the visit:)

Group Booking Form Complete

Calendar

Date of Booking: _____

Booked by (initials): _____

(For Receptionist Only):

Sharepoint

Annual Log

ALL YCV GROUPS/TOURS SHOULD BE CONFIRMED 1-2 WEEKS BEFORE VISIT (except for last minute bookings)

Confirmation sent on (date) _____ by (YCV staff) _____ via (circle): EMAIL MAIL OTHER (_____)

Confirmation Must Include: Date/Time/# of Guests _____ Bus Info Letter _____

YANKEE CANDLE® | VILLAGE

Fill each field of this form.

Then either email it to YCCYCVreception@newellco.com

or print and submit it via fax at 413.665.2491

Questions? Please call 877-636-7707 or email us at YCCYCVreception@newellco.com